

July 13, 2001

CIRCULAR NO. A-34
Revised
Transmittal Memorandum No. 17

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Electronic Apportionments

I am pleased to announce that we are beginning a formal process to convert the existing paper-driven apportionment process to an electronic process. The conversion will start with the initial FY 2002 apportionments that are due to OMB beginning on August 21, 2001. The steps in the conversion are detailed in the attached implementation schedule.

You will probably discover that, given the universal availability of electronic technology, many of your staff will wonder why we have taken so long to reach this point. In fact, one of the reasons that we expect to be able to implement this change so rapidly is that many agency budget staffs have already converted their apportionment requests to a spreadsheet format, and a number are already transmitting these spreadsheets, as well as other apportionment material, via E-mail to OMB.

The major remaining step is to implement an electronic signature capability that agencies can use to sign their electronic apportionment requests and OMB can use to legally approve the apportionments returned to the agencies. Our target for having this capability available is August 2002, for use with the initial FY 2003 apportionments.

The electronic apportionment conversion will require minor modifications to agency-developed spreadsheets to permit the central upload of apportionment information into OMB's budget database. This will enable the production of analytic and diagnostic reports for appropriate agency and OMB staff. Your OMB representative will be transmitting the standard apportionment spreadsheet formats and detailed instructions to your budget staff shortly.

Mitchell E. Daniels, Jr.
Director

Attachment

Conversion to Electronic Apportionment Implementation Schedule

July 2001	Issue official notification to Agency Heads of conversion to electronic apportionments, including implementation schedule. Provide standard apportionment spreadsheet templates and detailed instructions to agencies.
July-August 2001	Test upload of apportionments spreadsheets from selected agencies (DOD, HHS, Treasury).
Early August 2001	Conduct training for agency and RMO staff in filling out apportionment spreadsheets.
August 21, 2001	Agencies begin submitting FY 2002 apportionment requests electronically to OMB RMOs in standardized spreadsheet formats.
September 10, 2001	RMO staff begin uploading approved apportionment data to MAX.
Fall 2001	Electronic apportionment guidance incorporated in Circular A-34 revision. Initial diagnostic and analytical reports are available to RMOs and agencies. Begin transfer of apportionment data to FMS for inclusion in the Government-wide accounting system.
August 2002	All agencies must submit apportionment requests electronically. Target for implementation of electronic signatures for apportionments.